

National Medicare **TRAINING PROGRAM**

Guide to Job Aids

Job Aids contain information to assist training partners affiliated with the National Medicare Training Program with a set of interactive tools suitable for classroom or formal presentations, as well as for outreach sessions or “live” enrollment events. The content is especially useful to Train-the-Trainer staff, counselors, and campaign leads responsible for Medicare outreach and education. For latest updates to these Job Aids, please visit our online Training Library — www.cms.hhs.gov/NationalMedicareTrainingProgram/TL/list.asp.

Description	Job Aid – File Name(s)	Date Revised	Pages	Suggested Use
Job Aid: Medicare Card	MedicareCardJobAid.pdf	April 2008	1	Visual Aid: sample card.
Desk Aid: Medicare Drug Coverage under Part A, Part B, and Part D	MedicareCoverageABDCharts.pdf	April 2008	4	For staff, counselors, volunteers, or caregivers to help them distinguish drug coverage under Medicare Part A, Part B and Part D.
Tip Sheet: Medicare Drug Coverage under Part A, Part B, and Part D	MedicareCoverageABD.pdf	April 2008	2	Accompanies Desk Aid, for staff, counselors, volunteers, or caregivers to help them distinguish drug coverage under Medicare Part A, Part B and Part D.
Personal Information Worksheet to help people choose and enroll in a Part D plan (<i>English and Spanish</i>)	MPDCPInfoWorksheet.pdf MPDCPInfoWorksheetSpanish.pdf	April 2008	4	Distribute to people with Medicare during personalized counseling sessions, or to prepare for enrollment events on Medicare prescription Drug Coverage.
Hands-on tool with practice IDs to demonstrate key features of MyMedicare.gov	MyMedicareDemo.pdf	April 2008	1	For staff, counselors, volunteers, or caregivers to practice and become familiar with online portal http://MyMedicare.gov .
Hands-on tool with practice IDs to demonstrate key features of Medicare Prescription Drug Plan Finder	MPDPFDemoTool.pdf	April 2008	1	For staff, counselors, volunteers, or caregivers to practice and become familiar with online tool www.medicare.gov/MPDPF .

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Fact Sheet: <i>My Health. My Medicare.</i> Preventive Services! (CMS Pub. No. 11296) (<i>English and Spanish</i>)	CMS-11296.pdf CMS-11296S.pdf	April 2008	1	Handout to accompany NMTP Module 7: Medicare Preventive Services. Encourages actionable steps.
Job Aid: National Medicare Training Program Training Materials Resource	2008ResourceforPartners.pdf	April 2008	1	Handout to distribute at outreach and education events, listing available NMTP training resources.
Tip Sheet: Medicaid 101 — Introduction to Medicaid	IntrotoMedicaid.pdf	April 2008	2	Handout at outreach or education events, to help participants understand Medicaid basics.
Tip Sheet: Information Partners Can Use to Customize PowerPoint® Presentations	PowerpointTipSheet.pdf	April 2008	2	Step-by-step guide for training or outreach staff, or volunteers who need to customize NMTP PowerPoint® slides for local use.
Game: <i>Medicare Puzzles</i> PowerPoint®	MedicarePuzzles.ppt	November 2006		Activity to accompany <i>My Health. My Medicare</i> campaign events. Appropriate for Medicare training partners, or people somewhat familiar with the program.
Game: <i>This Is Medicare</i> PowerPoint® Game Show	ThisIsMedicare.pps	April 2008		Activity to accompany review of key Medicare topics, or terminology. Appropriate for Medicare training partners, or people with some familiarity with the program.
Game: Medicare Preventive Services BINGO	Module7Glossary.pdf MedicarePreventiveServicesBingo Cards.pdf	April 2008	2	Activity to accompany NMTP Module 7: Medicare Preventive Services. Appropriate for people with Medicare or those unfamiliar with the program.

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Game: Understanding Medicare BINGO	Module1CGlossary.pdf UnderstandingMedicareBingoCards.pdf	April 2008	2	Activity to accompany NMTP Module 1C: Understanding Medicare. Appropriate for Medicare training partners, or people somewhat familiar with the program.
Game: Welcome to Medicare BINGO	Module1Glossary.pdf WelcometoMedicareBingoCards.pdf	April 2008	2	Activity to accompany NMTP Module 1A: Welcome to Medicare. Appropriate for people with Medicare or those unfamiliar with the program.